



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

INSURANCE EXAMINER
\$3,425* - \$4,903
FIELD EXAMINATION DIVISION
SAN FRANCISCO

RESPONSIBILITIES:

Under supervision, the incumbent will assist in the financial examinations (audits) of insurance companies to determine their financial status, solvency, and the legality and propriety of their operations; analyze insurers' financial statements and other documents to determine financial condition and propriety of reporting; and do other analytical work as required. When conducting financial examinations of insurers, the insurance examiner must travel to an insurer's place of location, which includes in-state or out-of-state.

DESIRABLE QUALIFICATIONS:

- Demonstrated accounting knowledge and experience, and ability to read and interpret financial statements.
- Communicate effectively both orally and in writing.
- Possess good organizational and problem solving skills.
- Ability to work as a team member, be flexible and responsive to various tasks assigned.
- Willingness to travel and work away from the headquarters office including out-of-state travel.
- Experience in the use of computer application programs such as Microsoft Word, Excel, Access, etc.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Insurance Examiner level, those within transfer range, or individuals who have list eligibility. All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and must be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will not be considered.

APPLICATION PROCEDURE:

Send a completed standard State of California application and a "Statement of Qualifications" to Sophia Santiago, Department of Insurance, 300 Capitol Mall, #1300, Sacramento, CA 95814 – Human Resources. **Please indicate "Insurance Examiner #413-251-4420-007" on the State application.** For additional information, please call (916) 492-3310.

All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

FINAL FILING DATE: Monday, March 5, 2012 by 5:00 PM, close of business

NOTE: Interested individuals must submit their application by the final filing date in order to be considered for this position.

*Recruitment Hiring-Above-Minimum rate included.

SS022112

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.